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Guests: David Young, Bill Farmer, M.L. Bettino, Stephanie Murguia, Connie Mayfield, Dodie O’Donnell, Chris Lee
MINUTES

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

The meeting began at 11:09 a.m. The flag salute was led by Senator McPherson.

MINUTES

Motion: It was moved by Senator Soden and seconded by Senator Wilson to approve the minutes of 3/24/09 and 3/31/09.

Action: Minutes were unanimously approved.

REPORTS

President

President Reece passed around a copy of a USA Today article highlighting community college students who were selected for the All-USA Academic Team. One of our students made the All-USA team; one of our students made the All-California team.

President Reece announced that Chancellor of the Foothill-DeAnza Community College District, Martha Kantor, has been nominated by President Obama to serve as the Undersecretary of Education.

President Reece reported that a recent news story was aired on KTLA and printed in the LA Times about Cerritos College students who are in trouble due to financial aid fraud. They allegedly processed paperwork to illegally receive financial aid. President Farmer further reported that two students have been charged, and there is an ongoing investigation. Financial Aid staff discovered the possible fraud and reported it to Campus Police. They have been investigating for a couple of months. President Farmer suggested that there could be more than two students involved. He underscored the importance of faculty making sure that the students who have enrolled in their classes are actively participating, and if not, that they are dropped.

Secretary

Secretary Ukita reminded the body that there will be no Senate meeting next week.

Senator Soden asked that senators let her know if there are any resolutions they want her to support at the upcoming spring plenary session of the state Academic Senate. She will be attending the conference next week.

APPOINTMENTS AND NOMINATIONS

Committee Members Needed

Division representatives are still needed for the SLO Committee.

The Technology Based Learning Committee needs a student representative, as well as reps from the Health Occupations and HPEA divisions.
Three faculty are needed for the Education Master Plan Committee, which will meet under the leadership of the new Director of Research and Planning, Chris Myers. The committee will begin its work soon, and will likely continue through the summer. Interested senators should contact President Reece if they would like to participate on the committee. If no senators are interested, he will turn to the faculty at large for reps.

**ANNOUNCEMENTS/INFORMATION ITEMS**  
Outstanding Faculty Awards (and other events)

The awards ceremony will take place at 11:00 a.m. in the Student Center on Thursday, April 24th.

A general faculty meeting is scheduled for Thursday, April 30th. (Every 5th Thursday is set aside for such meetings.) The main agenda item has yet to be confirmed.

There will be a meeting (lunch included) on Friday, May 1st, to develop more content for the iFALCON website. It will take place in the Teleconference Center.

The Transfer Center will be offering two workshops for students on Transfer Admissions Guarantee programs. President Reece reported that he will resend an email to the faculty explaining the need for a follow up of sorts of the Transfer Push effort that took place in fall. He asked that faculty encourage those students coded as “transfer” on their rosters to attend the workshops. The workshops will take place on Thursday, April 16th at 11:00 in FA 61, and Wednesday, April 29th at 2:30 in SS 138.

**STANDING COMMITTEE REPORTS**

Representing the Technology-Based Learning Committee, Senators Negrete and Hoppe-Nagao reported that they met with Vice President Brock to discuss agreeing on an institution-wide definition of hybrid courses. The committee will look at and review the Chancellor’s Office guidelines from 2008 to see if there is anything that should be updated in the college’s standards document, will report back to the Senate to reaffirm the standards, and meet with Vice President Brock form a more uniform application of the standards across campus.

Prompted by a question about definitions from the Chancellor’s Office, Senators Hoppe-Nagao and Negrete reported that the Chancellor’s Office does not provide a definition of hybrid classes. The Chancellor’s Office does not differentiate between an online and a hybrid class, but refers to only “distance education.” Back in 2004, there was reference to a percentage—51 percent—in the Chancellor’s Office guidelines, but it pertained to any distance education course, and was not specific to hybrid courses. The reference to the percentage was later removed in the definition of distance education courses, though it appears on the section of the guidelines that addresses MIS reporting. For accounting purposes, at least 51 percent of the class must be taught at a distance for it to be considered a distance education class. When the senators met with Vice President Brock, she clarified that it is not the expectation that hybrid classes meet (in person) 51 percent of the time.

In response to a question about whether there is a difference in funding for the college depending on the type of class, President Farmer
recollected that funding used to be based on the number of units for a course rather than class hours. He shared his belief that that has been resolved, and colleges are now paid based on the hours, just as with on site classes.

There was brief discussion about the creation and use of generic statements to discourage cheating. It was noted that there is an option in TalonNet for instructors to include a statement stating that the student neither gave nor received assistance for the assignments.

UPDATE ON AGENDA FOR STUDENT SUCCESS

President Reece provided copies of a draft of a survey that the Student Success Taskforce plans to distribute to the campus community to solicit input in order to identify a set of core initiatives to begin focusing on in order to improve student success. President Reece asked the senators to critique the draft and offer suggestions once he emails it to them.

SENATE DISCUSSION

SLO Calendar

President Reece distributed copies of the PowerPoint slides he used in the last general faculty meeting, which outline the recommended schedule for moving through the SLO assessment cycle for course level SLOs, as well as the steps involved in the SLO cycle. After expressing confidence in the plan meeting the standards required for accreditation, President Reece reviewed the recommended schedule:

2008-2009:
- SLO Committee develops plan draft and presents to campus
- SLO Committee submits final plan recommendation to Senate
- SLO Committee identifies and develops resources for faculty support

2009-2010:
- Departments write at least one SLO for each active course or service area
- Departments assess at least one SLO for one course (Fall)
- Departments write learning improvement plan (Spring)
- Departments start implementing learning improvement plan (Spring)
- SLO Committee prepares for accreditation visit

2010-2011:
- Departments assess 3-5 courses (at least one SLO per course)
- Departments revise (if necessary) learning improvement plan
- Departments continue implementing learning improvement plan

2011-2012:
- Departments assess remaining courses (Single section courses may be assessed by individual faculty members and single section courses may be bundled around similar SLOs.)
- Departments revise (if necessary) learning improvement plan
- Departments continue implementing learning improvement plan
- SLO Committee reviews overall strategy for improvements

2012-2013:
- Cycle continues
President Reece pointed out that some departments are already well ahead of the pace of the recommended schedule. He also acknowledged that during the year in which departments will be expected to complete the cycle for all of their remaining courses, it may become burdensome for some departments that have a large amount of classes. He indicated that such departments may decide to aggregate similar courses. Also, if only one faculty member teaches a certain class, he or she could do it themselves. In response to a question about what would happen in the case of a class that is only taught by a part-timer, President Reece expressed his belief that there will be some flexibility.

President Reece reported that the committee approved the purchase of a software program called “eLumen,” which can help record and better organize SLO data. It would record SLOs for each course, assessment methods used, results, what the departments are going to do with the results, and possibly what kind of support might be needed. It could also be used to build rubrics. The program would be paid out of development education funding. It will go to the Board for approval at Wednesday’s Board meeting.

President Reece explained the steps of the assessment cycle, as depicted on the PowerPoint slides. In response to a suggestion made that the committee provide examples of models of assessment, President Reece reported that the committee is building a website that should be available in the fall semester that would include such resources. (It was later pointed out by other senators that the Drs. Connal and Mixson have posted articles and references on TalonNet, and that other colleges have been good about sharing information.)

In response to a question about what it means to continue the cycle in 2012, President Reece acknowledged that he is not sure exactly how things will evolve, but that as a shared governance committee everyone is welcome to provide input.

Motion: It was moved by Senator Moriarty and seconded by Senator Johnson to approve the recommended schedule for course level SLOs.

Action: Resolution was unanimously approved save one abstention.

Grading Policies

Dean of Academic Affairs, M. L. Bettino, thanked the Senate for its support of establishing a Student Success Taskforce. As part of their work, the taskforce will take a fresh look at some current business practices using a student success lens. As an example, Dean Bettino noted that one of the items on the draft of the survey that the taskforce plans to distribute references Administrative Procedure 4230, which delineates grading and academic record symbols. Currently, the definition of a D grade is “Passing, less than satisfactory.” Dean Bettino proposed that Senate consider striking the word “passing” from the definition. There was brief discussion about the use of D grades for earning grade points and units toward a degree. Institutions typically would not allow the use of D grades in coursework required for a major; however, D grades could help a student earn the credits/units they need to meet minimum requirements for a degree, and D grades provide grade points toward the grade point average. It was observed that care must be taken in helping students understand whether or not they have to repeat certain courses,
OFFICIAL MINUTES

because they often try to repeat courses they actually do not need to repeat, which may be a barrier to completing a degree. (Courses in which a student received a D grade do not always need to be repeated—it depends on the course, what degree requirement it might be used to meet, and the institution.)

Motion: It was moved by Senator Juntilla and seconded by Senator Johnson to support the removal of the word “passing” from the definition of a D grade in AP 4130.

Discussion: President Farmer explained that according to the college’s shared governance agreement, the Senate must be relied primarily upon with respect to grading policies. A proposal of adding the word “passing” in front of the grades A, B, and C was suggested, but after brief discussion was withdrawn.

Action: Motion was unanimously approved.

ADJOURNMENT

The Senate adjourned at 12:29 p.m.

Minutes respectfully submitted by Faculty Senate Secretary, Traci Ukita.

**UNOFFICIAL MINUTES

For further details of the meeting, audio recordings are available in the Faculty Senate office located in the Office of Academic Affairs.

NEXT SENATE MEETING
TUESDAY, APRIL 28, 2009
11:05 A.M.
BOARD ROOM

Faculty Senate Office Hours:  7:00 a.m. – 4:30 p.m. Monday through Thursday and 7:00 a.m. to 3:30 p.m. Friday.

Dr. Bryan Reece
President
Ext. 2219

Debra Moore
Vice President
Ext. 2418

Miriam Tolson
Program Assistant II
Ext. 2217

Traci Ukita
Secretary
Ext. 2592

Visit the Faculty Senate Web Page
www.cerritos.edu/faculty-senate
for agendas, minutes and other information of interest to faculty, staff and others.